



Job Title	Senior Parking Meter Technician	FLSA Status	Non-Exempt
Band	GNL	Probationary Period	12 Months
Zone	7	Job Code	14064

Class Specification – Senior Parking Meter Technician

Summary Statement:

To lead, oversee, and perform a variety of maintenance and repair of electronic parking meters; collect and deposit daily monies from City parking meters; download data from hand held computer to personal computer; and perform technical tasks relative to assigned areas of duty. Other duties include supporting Parking Systems Manager on special projects when necessary. This is the advanced level class in the Parking Meter Mechanic series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including overseeing the work of lower level parking meter staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Collects and deposits revenue by collecting money from assigned routes; delivers coin carts to bank vaults; audits all meters; checks operation of meters; and performs maintenance when needed.
40%	Performs ongoing maintenance by reprogramming parking meters with handheld computer; investigates and repairs meters from customer service calls; maintains meter housings vault and dome locks; replaces all information decals when necessary; and investigates all parking meter citations on the Municipal Court's behalf.
10%	Collects data and generates reports by auditing meters on daily collection routes; retrieves all transaction logs for parking meter citations; generates daily audit summaries for Parking Systems Manager; and creates monthly, maintenance, and revenue reports.
10%	Performs seasonal duties by painting parking meter poles; performing maintenance projects associated with the City parking garages; performing all annual meter housing services; and supporting contractors during downtown projects.
10%	Performs administrative duties by ordering necessary parts and supplies; trains individuals on handheld computer, personal computer, and associated software; creates collection schedules for the month; meets with Parking Systems Manager regarding special projects; and supports other technicians as necessary.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Basic - Ability to recognize meaning of common two or three syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Math: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Technical Skills Required:

Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in parking meter repair, maintenance, or related field.

Experience: Three years of full-time parking meter maintenance and repair experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



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Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/ fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organization units) or responsibility for fiscal management of capital project (s).

Physical Demands:

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Shop/Outdoors
Extreme Temperature	Several Times per Week
Wetness and Humidity	Several Times per Week
Respiratory Hazards	Several Times per Month
Noise and Vibrations	Seasonally
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Rarely
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Coin collection cart, telephone, calculator, printer, vehicles, arc welder, gas torch, generator, small hand tools, pole straightener, paint machine, core driller, air compressor, power hand tools, hand held computer, PC, printer, copier, gloves, reflective safety gear, welding helmet, safety glasses, and respirator.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014